



King County

Invites Applications for the Position of:

Early Resolution Case Manager

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/04/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 04/18/14 04:30 PM (GMT -8:00)

SALARY: \$67,084.16 - \$85,389.20 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Regular, Full time, 35 hrs/week

DIVISION: King County Superior Court

JOB NUMBER: 2014-03861

SUMMARY:

The Early Resolution Case Manager (ERCM) is responsible for providing pro se parties with assistance and direction throughout the court process by evaluating, creating uniform standards and templates, and establishing guidelines for processing pro se cases in Unified Family Court. This position will continuously evaluate the mechanisms currently used to move clients through domestic cases (e.g., Settlement Conference Program, attorney referrals) and make recommendations on improving program access and process. The incumbent will also present the Family Law Orientation, a mandatory training session for pro se parties in Title 26 actions, attend status conferences and pretrial calendars to identify cases in need of assistance, conduct mediation/settlement conferences, and assist parties in drafting pleadings in order to facilitate resolution of cases. Additionally, the ERCM will create and maintain a statistical database for tracking quantitative data and provide reports.

WHO MAY APPLY: This position is open to all qualified applicants.

WORK LOCATION: This position is located at the King County Courthouse in downtown Seattle and at the Maleng Regional Justice Center in Kent, WA

WORK SCHEDULE: This is a full-time position. Core business hours are generally Monday through Friday, 8:30 A.M to 4:30 P.M. The incumbent in this position will receive the County's benefit package.

ADDITIONAL MATERIALS REQUIRED: Please include a resume and cover letter that describes how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter. **Applications that state "see my resume" are considered incomplete and will not be accepted.**

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application.
- 2) Attach multiple documents/files in the resume attachment section.

JOB DUTIES:

Continuously review, streamline and simplify processes used to better serve the public with particular emphasis on clients with low to moderate income.

Work with judicial officers, members of the Family Law bar section and others to establish guidelines, templates, checklists and other resources to increase standardization and efficiencies in creating court documents such as parenting plans, child support orders, findings, conclusions and decrees in Title 26 actions. Make recommendations and implement final processes.

Ensure ongoing development and presentation of the Family Law Orientation, a mandatory seminar for pro se parties in Title 26.09 actions.

Draft pleadings and write agreements independently or at the direction of judicial officers. Review legal documents for content.

Assess and recommend processes to best facilitate resolution to pro se litigants, focusing on resolution early in the process.

Provide neutral assistance to one or both parties in dispute, including conducting mediation/settlement conferences as necessary.

Create and maintain a database or databases to track case data and determine the effectiveness of the methods employed to assist pro se litigants. Create and improve statistical reports.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Law degree, active membership in good standing in the Washington State Bar Association, and two years of relevant experience in family law or dependency; specifically domestic violence, substance abuse, child abuse/neglect, and mental health issues. Experience in negotiating and training. Mediation training is highly desired.

Knowledge of current case law, statutes, federal and state laws, court rules and rules of professional conduct applicable to family law matters; family social work principles, issues of domestic violence, substance abuse, child abuse and neglect, and emotional/psychological disorders; court rules and procedures for post-decision relief, such as motions or reconsideration/revision, and for the Court of Appeals.

Able to communicate effectively both orally and in writing and independently draft Family Law motions. Skill in interpreting and explaining policy and law to both program staff and lay people. Able to establish and maintain effective working relationships with program staff, volunteers, attorneys, parties, judges, and court staff in a highly-charged emotional setting. Skill in presenting to groups and committees. Skill in working with diverse populations with cultural sensitivity.

Able to independently research, analyze, interpret, explain and apply pertinent laws, rules, regulations, policies and guidelines. Able to apply problem-solving and conflict resolution techniques.

Able to use personal computer and Microsoft Office programs and related software for completion of work duties and to conduct research.

CERTIFICATION, LICENSES, REGISTRATIONS OR OTHER QUALIFICATIONS:

Juris doctorate degree. Membership in good standing with the Washington State Bar.

SUPPLEMENTAL**INFORMATION:**

SPECIAL REQUIREMENTS: Finalists must pass a criminal background check and reference check.

A valid Washington State Driver's license or the ability to travel reliably to various locations throughout King County is required.

SELECTION PROCESS: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

UNION MEMBERSHIP: This position is not represented by a union.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.